



Ames Procedural Requirements

APR 8715.1

Effective Date: March 13, 2018

Expiration Date: March 13, 2023

COMPLIANCE IS MANDATORY

Subject: Chapter 46 – Automatic External Defibrillation Program

Responsible Office: Code QH/Occupational Safety, Health, and Medical Service Division

DOCUMENT CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	1	8/23/13	The AED Program allows trained laypersons to respond rapidly to SCA, so potentially lifesaving treatment can be provided quickly, while EMS personnel are being summoned. 1. There is no longer an officially designated team of AED responders, nor training and drills for the team. 2. Anyone with AED/CPR training may deploy an AED. 3. Clarification was added for actions to take in the aftermath of an emergency.
Revision	2	3/13/2018	Change "Facility Services Manager" to "Supervisor of Area" and transfer responsibility for routine inspections from FSM to Medical Director. Eliminate "AED Program Coordinator" role and transfer responsibilities to Medical Director role. Add reference to integrate AED program with the Ames Center Wide Emergency Response Plan, and identify Ames Fire Marshall as local EMS authority. Add reference to training requirement for certain first responders (Health Unit and Fitness Center personnel). Add requirement to notify tenants of training opportunities and to post AED user instructions at AED locations.

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PREFACE

P.1 PURPOSE

a. This manual sets forth safety and health policy and procedures and instructions for the Ames community in an effort to prevent injury and illness in the workplace.

P.2 APPLICABILITY

a. This directive applies to all Ames employees, Ames contractors and grantees as specified in their contracts or grants; and to other organizations (i.e., commercial partners, other Federal agencies, international parties, and Ames tenants) as specified and described in written operating agreements.

b. In this chapter, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this chapter, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

NPR 1800.1, NASA Occupational Health Program Procedures
NPR 8715.1, NASA Occupational Safety and Health Programs

P.4 APPLICABLE DOCUMENTS AND FORMS

None

P.5 MEASUREMENT/VERIFICATION

Verification and measurement for compliance to this directive will be tracked through Agency triennial audit and Ames Safety Accountability Program (formerly Ames Annual Voluntary Protection Program (VPP) self-inspections).

P.6 CANCELLATION

This document will replace APR 8715.1 Chapter 46, Automatic External Defibrillation Program, dated 08/28/2013

/S/

Eugene Tu
Director

DISTRIBUTION STATEMENT:

APR 8715.1 Ames Health and Safety Manual Chapters shall be made available via procurement website to anyone bidding a job here at Ames. The exceptions are Chapter 7 – Ames Radiation Safety Guide, Chapter 10 – Pressure Systems Safety, Chapter 12 – Explosives Safety and Chapter 23 – Control of Narcotics and Other Controlled Drugs including Alcohol, which shall not to be made public but can be viewed onsite.

CHAPTER 46. AUTOMATIC EXTERNAL DEFIBRILLATION PROGRAM

46.1 Overview

46.1.1 Sudden Cardiac Arrest (SCA) is usually caused by an arrhythmia, which is an electrical malfunction of the heart. An Automatic External Defibrillator (AED) can correct an arrhythmia and significantly improve the victim's chance of survival, especially when used within the first few minutes of SCA, in conjunction with Cardio-Pulmonary Resuscitation (CPR) and rapid entry into the community Emergency Medical Services (EMS) system.

46.2 Roles and Responsibilities

46.2.1 Safety, Health & Medical Services Division shall:

- a. Provide AED/CPR training and track in the Ames Safety Accountability Program (ASAP) system.

46.2.2 The AED Program Medical Director shall:

- a. Be the Center Medical Director.
- b. Provide medical oversight and direction for the Center AED Program.
- c. Comply with all regulations governing the placement of an AED.
- d. Develop and maintain this written AED Chapter/Policy.
- e. Develop and maintain a Standard Operating Procedure (SOP) that delineates the AED program operations (e.g. inspections, maintenance, records management, protocols).
- f. Annually review the ARC AED SOP/Program for compliance with this policy and for quality assurance.
- g. Ensure that AEDs are inspected, maintained, and tested according to the operation and maintenance guidelines set forth by the manufacturer.
- h. Ensure that a monthly inspection is made of each AED on the premises for potential issues related to operability of the device or any obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED.
- i. Ensure that each AED is tested at least biannually (or sooner if required by the manufacturer) and after each use.
- j. Ensure that records of inspections, maintenance, and testing are maintained.
- k. Notify the Ames Fire Marshall, or ARC's Authority Having Jurisdiction, of the existence, location, and type of AEDs deployed at ARC.

- l. At least once a year, notify staff as to the location of AED units and provide information to tenants about who they can contact if they want to voluntarily take AED/CPR training.
- m. At least once a year, offer a demonstration to at least one person associated with the building so that the person can be walked through how to use an AED properly in an emergency.
- n. Next to each AED, post instructions, in no less than 14-point type, on how to use the AED.
- o. Maintain all documentation related to the AED Program (e.g. posted instructions for AED use, a map and roster of AED locations, and copies of maintenance records).
- p. Report to the Ames Safety Investigations Program Manager immediately upon learning that an AED has been deployed.
- q. At least biannually, ensure the ARC Health Unit clinical staff and Fitness Center Manager and Monitor perform a hands-on drill with an AED.

46.2.3 Supervisors of Areas where AEDs are located shall:

- a. Notify building occupants of the location of each AED in their area.
- b. As soon as possible, report to the AED Program Medical Director if an AED has been used (by calling 911 and/or the AHU at 604-5287).
- c. Report any concerns and before making any modifications to the AED location.

46.2.4 Protective Services – Emergency Services/Preparedness Manager shall:

- a. Ensure the Center AED program is integrated with the Center Emergency Response Plan or as an appendix to that plan.

46.2.5 AED Users shall:

- a. Maintain current credential as AED/CPR trained.
- b. Call 911 to activate the Emergency Response System, as soon as possible, if an AED is used.
- c. As soon as possible, report any AED used to the AED Program Medical Director (by calling 911 and/or the AHU at 604-5287).
- d. Remove an AED after use and submit it, along with relevant documentation of the events surrounding AED use, to the AED Program Medical Director within one business day of the AED use.

46.3 AED Selection and Siting

46.3.1 The types and models of AEDs used at ARC shall be selected and approved by the AED Program Medical Director.

46.4 Post-Use Procedure

46.4.1 If an AED is used, it shall be temporarily removed from service by the incident commander (e.g. EMS/Fire first responder or AED Program Medical Director).

46.4.2 The AED itself, along with any additional documentation related to its use, shall be submitted to the AHU Medical Director within one business day of the event.

46.4.3 The Medical Director or EMS/Fire first responder shall alert the ARC Safety Officer immediately and shall facilitate timely reporting for a Mishap Investigation, as needed.

46.4.4 The AED shall be refurbished (i.e. unit cleaned, supplies restocked, and battery tested per manufacturer's specifications) and returned to use as soon as deemed appropriate by the AED Program Medical Director.

46.4.5 All documentation shall be reviewed by the AED Program Medical Director; information gathered will be used for AED Program quality assurance and process improvement.

46.5 Record Keeping

46.5.1 Documentation related to equipment maintenance shall be retained by the AHU for no less than three years.

46.5.2 Documentation related to AED deployment shall be maintained as part of the patient's medical record.

APPENDIX A.

ACRONYMS

AED	Automatic External Defibrillator
AHU	Ames Health Unit
ARC	Ames Research Center
CPR	Cardio-Pulmonary Resuscitation
EMS	Emergency Medical Services
SCA	Sudden Cardiac Arrest
SOP	Standard Operating Procedure